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**Kansas Department of Health and Environment**

Bureau of Child Care and Health Facilities  
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**PROGRAM DIRECTOR'S ANNUAL REPORT  
SCHOOL AGE PROGRAM**

Complete all information requested and return to the Kansas Department of Health and Environment within the next 30 days along with the annual renewal application. PLEASE PRINT CLEARLY WITH BLACK INK OR TYPE.

License Number	County
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Official Name of the School Age Program exactly as stated on the license
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Physical Address of the School Age Program: Street Address	City	Zip Code + 4
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First and Last Name of the on-site Program Director:	KDHE Program Director Number (as stated on the approval letter):
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Qualified as a Program Director for a total license capacity of:	Total License Capacity of the School Age Program:
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Within 10 calendar days after hiring a program director, a copy of the **approval letter issued by KDHE** that the program director is qualified for the license capacity is on file or a request has been submitted to KDHE for program director's approval as required by K.A.R. 28-4-587(b)(3).

The **program director** is at least 18 years of age or older and is at least three years older than the oldest youth in the program as required by K.A.R. 28-4-587(b)(1)(A) or for **day reporting programs** is 21 years of age or older as required by K.A.R. 28-4-596(g)(1).

The **program director** demonstrates knowledge of child and youth development, knowledge of licensing regulations applicable to the program, administrative and supervisory skills, the ability to communicate clearly and the competence to manage the program in compliance with program policies, the program plan and the school age regulations as required by K.A.R. 28-4-587(b)(1)(B).

The **program director for a day reporting program** must have knowledge and experience working with juvenile offenders, high-risk children and youth, community youth programs or social service programs serving children and youth as required by K.A.R. 28-4-596(g)(1)(C).

The operator delegates administrative **authority so that the program has a program director or a program director's designee** in charge during all hours of operation as required by K.A.R. 28-4-582(d). Each **program director designee** meets the requirements specified in K.A.R. 28-4-587(b)(1) and (2)(A).

First and Last Name of the Program Director Designee, if applicable.
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If the program has a licensed capacity of 91 or more children, the program has an **administrator** that meets the qualifications as stated in K.A.R. 28-4-587(c).

Each **group leader** meets the qualifications as required in K.A.R. 28-4-587(d) or for **day reporting programs** must meet the qualifications as required in K.A.R. 28-4-596(g)(2).

Each **assistant group leader** meets the qualifications as required in K.A.R. 28-4-587(e) or for **day reporting programs** must meet the qualifications as required in K.A.R. 28-4-596(g)(3).

Each **substitute** used by the program meets the qualifications as required in K.A.R. 28-4-587(f).

Each **volunteer** used by the program meets the qualifications as required in K.A.R. 28-4-587(g).

**Orientation training** is provided to the program director and each staff member who is counted in the supervisory ratio before or within the first week of working with children or youth as required by K.A.R. 28-4-587(h).

Operator ensures that at least one staff member is on the premises, readily available to each child or youth at all times that has current certification in first aid and current certification in CPR appropriate to the age of children and youth attending the program as required in K.A.R. 28-4-592(c)(1). Record of certification is to be on file.

**Ongoing professional development training:**

**The program director annually obtains 15 clock hours of professional development training** as required by K.A.R. 28-4-587(h)(2)(A). Documentation must be on file and will be checked by a local child care facility surveyor.

The operator or program director assesses the **training needs of the staff members** and provides staff training as needed to maintain the program in compliance with license regulations as required by K.A.R. 28-4-587(h)(2)(B). Documentation of training is kept in the staff member's file and will be checked by a local child care facility surveyor.

Book reports and videos not part of a group discussion are not accepted. In assessing the professional development training needs of staff members, KDHE recommends that a professional development plan be developed and implemented for each staff member.

Professional development training means training approved by KDHE that is related to working with school-age children or youth as stated in K.A.R. 28-4-576(cc).

Relevant training includes instruction about the competency areas outlined in ***Core Competencies for Early Care and Education Professionals in Kansas and Missouri*** as applied to children and youth; child and adolescent growth and development; learning environment and curriculum; child and youth observation and assessment; families and communities; health, safety and nutrition; interactions with children and youth; program planning and development; and professional development and leadership. **For day reporting programs**, relevant training also includes training related to working with juvenile offenders, high-risk children and youth, community youth programs or social service programs serving children and youth.

Professional development training that has been KDHE approved for clock hours or academic credit hours is available in most communities on an on-going basis. Please contact your local child care resource and referral agency for information about training opportunities in your area.

**Operator must notify KDHE in writing** before closing the program or changing high risk sports or recreational activities offered by the program, program director, physical structure of the program site due to new construction or substantial remodeling that affects the license capacity, or the use of any part of the premises as required by K.A.R. 28-4-578(f).

**I attest, under penalty of perjury, that the school age program complies with the above licensing regulations. I further agree to operate the program in compliance with all applicable child care licensing laws and regulations at all times, including staff qualifications, ongoing professional development training, and supervisory ratios.**

<b>Authorized Signature</b>	<b>Date (MM/DD/YYYY)</b>
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